

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
Position Description Coversheet <i>(Please read instructions on back)</i>				1. Position No. EPGS22004	
3. Reason for Submission New				2. Incumbency Allocation Only? May Not be IAed	
4. Employing Office Location <u>Washington, D.C.</u>		5. Duty Station <u>Washington, D.C.</u>		6. BUS Code 8888	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <u>Exempt - Administrative</u>		8. Financial Statements Required <u>OGE-278 Required</u>	
10. Position Status <u>Excepted (Specify in Remarks)</u>		11. Supervisory Status Code <u>8 - All Other Positions</u>		9. Cybersecurity Code a. <u>000</u> b. _____ c. _____	
12. Competitive Level Code		13. Competitive Area		14. Drug Testing Yes	
15. Extramural %		16. Functional Class Code <u>N/A</u>		17. Medical Monitoring	
18. Position Sensitivity <u>Critical Sensitive</u>		19. Security Clearance <u>3 - Top Secret</u>		20. Position Risk <u>3 - High</u>	
21. Emergency Essential		22. Developmental Position <u>No</u>		23. Full Performance Level <u>Current Level</u>	
24. Position Classification		Official Title of Position		Pay Plan	Occupational Code
a. Official Allocation		<u>Senior Advisor for Strategy and Implementation</u>		<u>GS</u>	<u>0301</u>
25. Organizational Title of Position (if different from official title)			26. Name of Employee (if vacant, state such) <u>John Lucey</u>		
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code		1st Tier Org Description <u>U.S. Environmental Protection Agency</u>			
b. 2nd Tier Org Code <u>A0000000</u>		2nd Tier Org Description <u>Office of the Administrator</u>			
c. 3rd Tier Org Code		3rd Tier Org Description			
d. 4th Tier Org Code		4th Tier Org Description			
e. 5th Tier Org Code		5th Tier Org Description			
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <u>Dan Utech, Chief of Staff</u>			b. Typed Name and Title of Higher-Level Supervisor or Manager <u>Dan Utech for Michael Regan, Administrator</u>		
Signature <div style="font-size: 24pt; font-weight: bold; margin-top: 10px;">DAN UTECH</div> <div style="font-size: 10pt; margin-top: 5px;">Digitally signed by DAN UTECH Date: 2022.01.06 17:07:04 -05'00'</div>		Date _____		Signature <div style="font-size: 24pt; font-weight: bold; margin-top: 10px;">DAN UTECH</div> <div style="font-size: 10pt; margin-top: 5px;">Digitally signed by DAN UTECH Date: 2022.01.06 17:07:26 -05'00'</div>	
Date _____		Date _____		Date _____	
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <u>Barbara Dangler, HR Specialist</u>			30. Position Classification Standards Used in Classifying/Grading Position <u>PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90</u>		
Signature 		Date <u>1/27/22</u>			
31. Remarks Executive services position (Schedule C). Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Senior Advisor for Strategy and Implementation GS-0301-14

Introduction

The position is located in the Immediate Office of the Office of the Administrator at the U.S. Environmental Protection Agency (EPA). The position serves as the Senior Advisor for Strategy and Implementation to the Administrator. The position provides expert advice and administrative support to the Administrator.

The proposed incumbent of the position, requested for Schedule C, exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Administrator in correspondence and other communications with Agency managers and program officials.

Major Duties and Responsibilities

1. Undertakes assignments on projects of special concern to the Administrator. The projects are typically broad-based, of an Office-wide nature, and may involve relationships outside of the Agency. Leads special projects and cross-organizational teams on behalf of the Administrator on a variety of environmental issues, including managing long-term strategies and responses to high-profile and controversial issues with significant political, press and/or community interests. Identifies program issues which involve particularly difficult or sensitive decision-making actions as they arise related to regulatory policy, science, technology, and/or legislative mandates. This includes major program activities, outputs, and policy regarding implementation of related programs under the various statutes and involves developing, interpreting, or determining the intent of guidance and translating basic legislation into program goals, actions, and services.
2. Plans, directs and executes a number of significant policy and/or programmatic-related directives. Coordinates as the Administrator's Office's lead on Agency initiatives like emerging compounds (PFAS), coal combustion residuals, and Waters of the United States. Incumbent reviews proposed implementation policies using judgment and discretion and prepares recommendations for the Administrator on completeness, acceptability, and impact on EPA's programs and resources. This includes coordination with EPA and with other agencies, states, Congress, and outside constituencies, as directed by the Administrator. Works closely with Assistant Administrators and their program offices, as well as external affairs teams in the Administrator's Office. Reviews briefing papers, policy documents, and strategic planning documents pertaining to prominent and emerging issues for technical and legal soundness and accuracy to ensure program materials and

proposed actions are appropriate. These reviews involve complex issues that have a significant impact on industry, public and environmental well-being. Reviews proposed legislation or regulations and the way the Agency conducts its business with the public or with private industry. Works in close coordination with both Regional and Assistant Administrators to ensure cross-media policy issues are tackled efficiently and in keeping with the Administrator's strategic vision. Incumbent coordinates with Division Directors, Deputy Division Directors, senior Office Team Leaders, support staff team, and other key individuals to ensure that issues are properly analyzed and that the Administrator has all required information to make a timely decision. Provides input and recommendations on issues spanning the entire scope of program activities related to area of specialization. The incumbent has input and influences both technical and administrative decisions and therefore influences program development and delivery, as well as program direction and priorities relating to area of specialization.

3. Analyzes and provides recommendations to the Administrator, Deputy Administrator and senior management about legislative and regulatory proposals, as well as plans, goals and objectives for specific environmental program areas. Develops sources of information, identifies and uses a wide range of qualitative and quantitative methods to perform in- depth analyses of issues and synthesize pertinent information on prominent and emerging issues. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides advice and options to the Administrator on strategies to accommodate such developments. Analyzes the consequences of adopting various proposals and policies. Forecasts developments potentially affecting programs; anticipates potential questions, problems, or policy issues which subsequently may arise; and brings these to the Administrator's attention. Develops options and alternatives, coordinates findings and recommendations with other interested/affected parties and prepares and delivers written and oral presentations. Exercises a high degree of initiative in determining suitable alternative solutions with officials of other Federal agencies, State and local governments charged with similar responsibilities. Ensures potentially controversial/complex approaches or positions on prominent and emerging issues are fully analyzed and discussed with appropriate staff and management before decisions are made. Assures quality control of products (i.e., clarity, consideration of alternative and adequacy of analytical support information). Continually meets with a wide range of program personnel to keep abreast of latest issues and developments to track critical items for the Administrator. Monitors activity and developments at the national, State and local levels as well as at the EPA Agency level and in the public forum (e.g., in the press) to keep the Administrator fully informed on the latest developments, controversies, and positions of various parties involved in or affected by these emerging issues. Reviews, filters, and analyzes incoming information to see that it is communicated and distributed as appropriate in a timely fashion. Collaborates closely with press and relevant program office staff to ensure that adequate and current summary briefings exist on priority substantive programs and issues. Ensures appropriate coordination and communication across the Agency on strategic planning and sensitive issues.
4. Serves as the liaison between the Administrator's Office and other agency offices and regions. Coordinates activities/issues that need involvement by the Administrator. Assists the Administrator by communicating Agency priorities, direction, and initiatives for the flow of Agency activity.

Advises senior personnel of the Administrator's positions, to ensure proper integration of effective communication internally and externally concerning issues arising in the development and operation of regulatory actions and subsequent measures. Incumbent uses own judgment and sensitivity to issues which affect EPA to keep the Administrator advised and organized.

5. Performs other duties as assigned.

Factor Level Descriptions

Factor 1 - Knowledge Required by the Position

Level 1-8 (1550 Points)

Mastery of advanced management and organizational analysis principles, methods, practices and techniques and a comprehensive knowledge of strategic planning sufficient to recommend implementation strategies which cut across programs and have potential wide-ranging impact on program functions, manning and budget. Ability to target data for historical research related to operations and relationships with outside parties and provide critical input and analysis during the policy development and strategic planning process to ensure that the Agency develops policy in line with regulations, and Agency mission, mandates and policies, the Administrator's priorities, and goals of stakeholders.

Mastery level knowledge of major environmental issues, program goals and objectives to provide expert assistance to the Administrator. Broad knowledge of the Agency's mission, organization, functions and program operations; relationships among programs; key administrative support functions within the employing agency; the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments enough to develop new methods and approaches in planning, integrating and evaluating programs of the Agency.

Mastery of a wide range of qualitative and/or quantitative methods enough to analyze and evaluate pertinent information on prominent and emerging issues, forecast developments potentially impacting areas of specialization, and analyzing the consequences of adopting various proposals and policies.

Mastery of communication principles, practices and techniques, analytical methods and interpersonal relations practices to serve as a Senior Advisor focusing on strategic planning, implementation, and prominent and emerging issues. Exceptional communication skills with proven ability to analyze and communicate complex programmatic matters to policy makers, staff and stakeholders. Knowledge and skill in establishing and maintaining effective working relationships with individuals or groups interested in or affected by programs that may have opposing points of view or conflicting interests.

Knowledge of the range of laws, policies, regulations, and precedents applicable to the administration of one or more important programs enough to ensure that the Administrator is provided with information that is administratively in accordance with Agency policy. This includes the full range of environmental law and corresponding EPA regulations and policies.

Skill in designing and conducting comprehensive management studies, and preparing solutions to

especially broad, important, and severe management problems. Skill in planning, organizing, and directing team study work, and effectively conducting critical negotiations with management.

Factor 2 - Supervisory Controls

Level 2-5 (650 Points)

The incumbent serves the Administrator as an independent advisor and authoritative expert who can provide objective analyses of program operations and integration within specified program areas. The supervisor provides administrative guidance solely in the form of general legislative, mission or policy directions. Recommendations and decisions of the incumbent are accepted as technically sound even though final approval may depend on formal action by high-level management. The employee has the highest degree of independence in seeking optimum solutions to problems. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

Factor 3 - Guidelines

Level 3-5 (650 Points)

Guidelines are basic legislation and/or broadly stated Agency regulations and policy statements and may include reference to pertinent legislative history, related court decisions, State and local laws, or policy initiatives of Agency management. At this level the employee is a recognized authority in the interpretation of such broad guidelines and must exercise considerable judgment in interpreting and adapting guides that exist; in developing new and improved concepts or approaches and in developing/recommending new policies that have the potential to take the organization in new directions. The development of ideas, methods and procedures often serve as precedents both within and outside of EPA.

Factor 4 - Complexity

Level 4-5 (325 Points)

The work includes planning, coordinating, integrating, and evaluating the overall Agency approach to complex prominent and emerging issues and strategic planning for substantive mission-oriented programs related to area of specialization. The incumbent must keep abreast of current issues and latest developments to track critical items for the Administrator. Because many situations the incumbent will encounter are unusual or at some points unique and no specific set of guidelines could lay out appropriate steps to take, the incumbent must rely on a high degree of insight, logic, expert-level communications experience and sound judgment; the ability to effectively articulate issues and problems to high-level officials. In many cases, studies are of major importance to each of several departments and agencies, and there may be disagreements about which department or agency has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding. Decisions about how to proceed in planning studies, and organizing, and evaluating data are complicated by the complexity of the issues, lack of precedent, and conflicting program goals and objectives. Assignments are further complicated by the need to deal with subjective concepts such as value judgements; the quality and quantity of actions are measurable primarily in predictive terms; and the findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results

Factor 5 - Scope and Effect

Level 5-5 (325 Points)

The purpose of the work is to serve as a senior advisor to the Administrator and a liaison on behalf of

the Administrator's Office by coordinating activities/issues that need involvement by the Administrator; reviewing briefing papers and policy documents pertaining to emerging issues for soundness and accuracy; ensuring program materials and proposed actions are appropriate; and communicating Agency priorities, direction, and initiatives. Assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of programs and/or developing criteria for evaluating the effectiveness of programs. Work products prepared are typically complete decision packages, staff studies, and recommendations which upon implementation would significantly affect the quality and quantity of benefits and services provided to the Agency's customers. The work affects the Agency's attainment of program goals, enhances integration of effective communication internally and externally concerning issues arising in the development and operation of regulatory actions and subsequent measures, and contributes to the environmental well-being of a substantial number of people affected by the Agency's programs on a long-term, continuing basis. Recommendations may result in substantial redirection of federal efforts or policy related to major national issues.

Factor 6/7 – Personal Contacts/Purpose of Contacts

Level 3C (280 Points)

Personal contacts include staff and management internal and external to the Agency such as, high ranking officials of the Agency, Federal, State, municipal and county agencies, Tribal governments, international organizations and private industry and citizen groups; scientific and research groups and associations in a moderately unstructured setting.

The purpose of the contacts is to provide the Administrator with expert analyses in connection with the operations of Agency programs, projects or initiatives. The incumbent participates in highlevel conferences at State, regional or national level in connection with significant and sensitive matters involving differences of opinion and controversial issues. Situations require the incumbent to influence or persuade others to adopt approaches and concepts where there are notable doubts and conflicts or to arrive at a compromise that is mutually satisfactory to all parties.

Coordinates with and influence managers or other officials to accept and implement findings on prominent and emerging issues which have the potential to impact the Agency in area of specialization. Incumbent uses own judgment and sensitivity to issues which affect EPA to keep the Administrator advised and to advise senior personnel of the Administrator's positions. May encounter resistance due to such issues as organizational conflict, competing objectives or resource problems. A high level of persuasion, tact, and influence are required to gain cooperation, coordination and collaboration among numerous divergent groups and individuals affected by prominent and emerging issues of environmental protection.

Factor 8 – Physical Demands

Level 8-1 (5 Points)

The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations. No special physical demands are involved in performing the work.

Factor 9 – Work Environment

Level 9-1 (5 Points)

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

Total Points: 3790

GS-14 Grade Range: 3605-4050